

# CITY OF MANISTEE HOUSING COMMISSION

Tuesday, May 28, 2013

**Council Chambers—City Hall**

**4:00 P.M.**

## AGENDA

1. Roll Call
2. Amendments to Agenda
3. Approval of Minutes
  - Regular Meeting Minutes, April 23, 2013
4. Old Business
  - None
5. New Business
  - Resolution 2013-05 Submission to HUD of Recovery Agreement Accomplishments
6. Director's Report
  - Key Performance Indicators
  - Discussion Notes
7. Finances
  - *Pending*
8. Communications  
None
9. Public Comment

*This is an opportunity for citizens to comment on Housing Commission affairs. Citizens in attendance may be recognized by the Commission President. Citizen comments are not limited to agenda items but should be directed to Housing Commission services, activities or areas of involvement. The City of Manistee Housing Commission Public Comment Policy limits each individual to a three (3) minute statement. The City of Manistee Housing Commission will receive public comments at this time and will respond at a later date if the Housing Commission determines a response is appropriate.*
10. Executive Session
11. Commissioner Report/Comment
12. Motion to Adjourn

UPCOMING MEETINGS:		
Date/Time	Location	Purpose
Tuesday, June 11, 4:00 PM	CMHC Conf. Room	No agenda set at this time
Tuesday, June 25, 4:00 PM	Council Chambers	Regular Meeting

**CITY OF MANISTEE HOUSING COMMISSION**  
**Regular Meeting Minutes**  
**April 23, 2013**

The Regular Meeting of the City of Manistee Housing Commission was held on April 23, 2013 at 4:00 p.m. at the City Council Chambers at City Hall.

The meeting was opened at 4:11 p.m. by President Dale Priester.

Members Present: President Dale Priester, Vice-President Doug Parkes and Treasurer Elbert Purdom.

Members Absent: Commissioner Donna Korzeniewski, Excused.

Amendments to the Agenda

Renaming Item #11 to Potential Action on Union Wage Opener Negotiation.  
Item #12 becomes Commissioner Reports/Concerns  
Item #13 becomes Motion to Adjourn

Approval of Minutes

There were three sets of minutes for board review.

- Annual Meeting of March 26, 2013
- Regular Meeting of March 26, 2013
- Work Session Minutes of April 17, 2013

**Doug Parkes made a motion to approve all three minutes as written.** Elbert Purdom seconded the motion. All members present voted in favor. Motion carried.

Old Business

There was no Old Business to discuss at this meeting.

New Business

Resolution 2013-04 Submission to HUD of Recovery Agreement Accomplishments - Some the items that have been address are: Aggressive Lease Enforcement, Documentation of HUD requirements presented to Judge, Training on EIV System, Letter from Attorney, Working with Great Lakes Collection Agency to collect bad debt, etc. Treasurer Purdom asked for a list of dates when the bad debt write-offs occurred. **Doug Parkes made a motion to approve Resolution 2013-04 Submission to HUD of Recovery Agreement Accomplishments.** Elbert Purdom seconded the motion. All members present voted in favor. Motion carried.

## Regular Meeting Minutes

April 23, 2013

Page 2

### Director's Report

Under Key Indicators the Occupancy Reports are between 98 and 99%. The houses are dragging our time down right now as there are repairs that need to be made.

Unit Turns are really good with an average of 7.6 day. HUD requires a 20 day unit turn.

Vacancy Categories fall mainly in the other category.

The Financial Reserves were at 3.7 months for February at \$337,510.00 and 3.6 for March at \$328,144.00.

### Finances

There was a loss in February 2013 of \$9,414.97. This was due to overpayments and unusual contract work for damage due to the power outage that occurred in 2012.

Clint reported that he thought that the March 2013 financial reports would be good, but there were payments indicated in the General Fund that should have been classified as CFP. There was also an issue with the correct amount coming out of payroll for an employee that has a child on the insurance, as the employees pay 50% of insurance for a child. Elbert noted that there was no water usage recorded in March and that February and March bills were paid in the same month. He also noted that the electric expense seemed high. Clint will check with Darrin.

On the DVG Operating Budget, we receive a management fee that we can transfer to the General Fund. We don't bill those units for maintenance cost.

Dale mentioned that we had not accepted the January 2013 Financial Statements, they had previously been tabled. **Doug Parkes made a motion to accept the January 2013, February 2013 and March 2013 Financial Statements and place them on file.** Elbert Purdom seconded the motion. All members present voted in favor. Motion carried.

### Communications

There were no communications

### Public Comment

There were no Public Comments

## Regular Meeting Minutes

April 23, 2013

Page 3

### Executive Session

At this time, **Doug Parkes made a motion for the board to go into Executive Session at 4:39 p.m. to discuss a Wage and Benefit Opener that was agreed to with the 2012 Steel Workers Union Contract.**

**Dale Priester made a motion to return to the Regular Meeting at 4:59 pm.**

### Potential Action on Union Wage and Benefit Opener

There was no action taken at this time on the Union Wage and Benefit Opener negotiation.

### Commissioner Report/Comment

There were no Commissioner Reports or Comments.

### Adjournment

There was no further business to discuss. **Doug Parkes made a motion to adjourn the meeting at 5:02 p.m.** Elbert Purdom seconded the motion. All members present voted in favor. Motion carried.

---

Dale Priester  
President

---

Clinton McKinven-Copus  
Executive Director  
Commission Secretary

**CITY OF MANISTEE HOUSING COMMISSION**  
**Executive Session Meeting**  
**April 23, 2013**

**Doug Parkes made a motion for the board to go into Executive Session at 4:30 p.m. to discuss a Wage and Benefit Opener that was agreed to with the 2012 Steel Workers Union Contract.** The union had notified Clint that they were requesting a Wage and Benefit Opener.

Executive Director, Clinton McKinven-Copus presented the results of recent negotiations with the Union concerning the Wage and Benefit Opener.

Commissioners discussed proposals.

**Dale Priester made a motion for the board to return to the Regular Meeting at 4:59 p.m.**

---

Dale Priester  
President

---

Clinton McKinven-Copus  
Executive Director  
Commission Secretary

## Key Performance Indicators

Reporting Month: May 28, 2013

### Occupancy

Occupancy: <i>As Of May 20, 2013</i>			
Property	Total Units	Total Occupied	Occupancy Rate
HA Wide	214	211	98%
Century Terrace	119	118	98%
Harborview	48	48	100%
Scattered Sites	47	45	95%

Waiting List: <i>As of May 20, 2013</i>				
Unit Size	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Applicants	47	42	28	5

Vacant Unit Turnaround Time:			
Total units from January 1—May 20, 2013:			29
	Maintenance Turn	Lease-Up	Vacancy Days
Total Days	201	45	252
Average Days	6.93	1.55	8.76
Days Allotted by HUD			
	Maintenance Turn	Lease-Up	Vacancy Days
	15	5	20

*The Following Report is  
Under Reconstruction*

Vacancies Report: Time Period: January 1—March 19, 2013 Total Vacancies: 18					
	Total	Eviction	Medical	Deceased	Other
Century Terrace	13	3	1	0	9
Harborview	3	0	1	0	2
Family Units	2	0	0	0	2
<b>TOTAL</b>	<b>18</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>13</b>

**Financial**

Not Available at the Time of this Publication

RESERVES—April 2013			
Min. Months Required	Min. Amount Required	Actual Months	Actual Amount
3	\$270,000		

KEY FINANCIAL INDICATORS—For the month of April 2013				
Rent Roll	Rent Collected	Total Income	Total Expense	Profit/(Loss)

## Discussion Notes

**Commission Meeting:** May 28, 2013

Clinton McKinven-Copus, Executive Director

### General Information

Procurement of Services, Materials and Construction  
per CMHC Procurement Policy as amended August 25, 2009:

#### Micro Purchases (purchases of less than \$2,000)

Authorization Required: Executive Director

Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
<b>None</b>				

#### Competitive Proposal (purchases greater than \$100,000)

Authorization Required: Executive Director & Board of Commissioners

Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
<b>None</b>				

#### Small Purchases (purchases greater than \$2,000 and under \$100,000)

Authorization Required: Executive Director

Description	Solicitation Type	Bids/Proposals Received	Awardee	Amount
<b>None</b>				

### Communications Received:

None

### Family Units Floor Framing Structural Analysis:

M.C. Smith has analyzed the floor framing structure of our family units and provided us with a plan to support the floor framing. The plan is able to be implemented using CMHC and we have begun the repair work. CMHC will implement the repair work upon the vacancy of a unit requiring repair.

**Old Business**

None

**New Business**

**Resolution 2013-04 Submission to HUD of Recovery Agreement Accomplishments**



**SNAPSHOT:**

The resolution approves submission of reports to the Detroit Field Office as related to the Recovery Agreement.

<b>Recovery Action Item Tracking</b>			
<b>Area</b>	<b>Action No.</b>	<b>Brief Description</b>	<b>Status</b>
Governance	01	Lacks accurate monthly financial statements	Completed: 06/28/2011
	02	Regular communication between the HC and the City of Manistee	Completed: 02/26/2013
	03	Lacks an annual performance plan and goals for the Executive Director by the Board	<u>Pending</u>
	04	Board needs periodic training	Completed: 03/26/2013
	04a	Implement Board training	<u>Pending:</u> Requires HUD participation in setting up training plan
	05	Demolition and clean-up of blighted property between Century Terrace and Harborview	<u>Pending:</u> Awarded \$90,500 grant for demolition and capping of property. Anticipated completion date 09/2013
Finance	01	Maintenance personnel costs significantly over budget; reduce by \$60,000	Completed: 05/01/2012
	02	Cash reserves below three months preferred by HUD <ul style="list-style-type: none"> <li>• 12/31/2013—3 months</li> <li>• 12/31/2014—4 months</li> <li>• 12/31/2015—5 months</li> </ul>	Completed: 12/31/2012 Pending Pending
Physical	01	Establish a maintenance policy, preventative maintenance program and related maintenance procedures	<u>Pending:</u> Anticipated completion date 10/2013

Recovery Action Item Tracking			
Area	Action No.	Brief Description	Status
Physical	02	Maintenance staff is in need of training (to include established policy and procedures). Complete a skills assessment of staff, create a training schedule	<u>Pending:</u> A request for technical assistance has been placed with the Detroit Field Office
	03	Need to establish a non-smoking plan for all properties	<u>Pending:</u> Plan for implementation anticipated by 10/2013
	04	High average unit turnaround days (121.9). Reducing turnaround days of units to 20 calendars or less,	Completed: 05/28/2013
	05	Lacks a Physical Needs Assessment (PNA)  Complete Energy Audit  Complete a lead-based paint study	Completed: 10/31/2011  Completed: 03/03/2008  Completed: 02/08/1989
	06	Need PNA of properties	Completed: 10/31/2011
	07	Reduce materials costs <ul style="list-style-type: none"> <li>• Create an annual purchasing plan consistent with PHC annual budget planning per Procurement Handbook 7460.8 Rev. 2</li> <li>• Create an inventory sheet and monitor on a monthly basis</li> <li>• Create sign out sheet of materials</li> </ul>	<u>Pending:</u> In process
Other	01	Increase and maintain Public Housing utilization of units	Completed: 05/28/2013
	02	Increase revenue to the HC and lower tenant aged receivables	Completed: 04/23/2013
	03	Lacks checks and balances of rent collection. Ensure proper internal control of deposits.	Completed: 08/01/2011
	04	Minimize staff's time completing a lease-in to complete other assigned duties.	Completed: 05/28/2013
	05	Timely serving of 14-Day nonpayment of rent notices	Completed: 08/01/2011
	06	Cross training of staff	<u>Pending:</u>

Total Action Items	Total Action Items Completed	% Completed	Total Action Items Pending	% Pending
21	14	66%	7	34%

**Financial Statements**

**Not Available at the Time of this Publication**

**April 2013**

*Public Housing*

*DVG Program*



# City of Manistee Housing Commission

273 6th Avenue, Manistee, Michigan 49660

PROVIDING SAFE AFFORDABLE HOUSING

## Resolution 2013-05

### Submission to HUD of Recovery Agreement Accomplishments

**WHEREAS**, the City of Manistee Housing Commission (CMHC) a Public Housing Authority (Public Housing Authority) has entered into Recovery Agreement and Action Plan dated October 15, 2012 with the U.S. Department of Housing and Urban Development, and ;

**WHEREAS**, the CMHC is required to provide the Detroit Field Office of Public Housing with periodic reports of fulfillment of the Recovery Agreement and Action Plan, and;

**WHEREAS**, the Detroit Field Office of Public Housing has not provided the CMHC with formal, written instruction of preparation of the periodic reports;

**NOW, THEREFORE**, on the motion of \_\_\_\_\_, supported by \_\_\_\_\_, and voted upon as follows, **BE IT RESOLVED**, that the CMHC adopt the following resolution:

**IT IS HEREBY RESOLVED** that the CMHC Board of Commissioners adopts, by this resolution, the following:

All periodic reports will follow the internally prepared format detailing:

- Report Date
- Report Month
- Report Number
- Action Plan Area and Item Number
- Status
- Listing of attached documentation

Reports shall be reviewed by the Board of Commissioners and approved by resolution authorizing the CMHC President and Executive Director to attest, by their signature, that the information in the report is a true and correct representation of the CMHC’s Recovery Agreement process.

**IT IS FURTHER RESOLVED** that the CMHC Board of Commissioners approves, by this resolution, the submission to the Detroit Field Office of Public Housing the following reports:

Action Area	Item No.	Report No.	Completion Date
Physical	04	03	05/28/2013
Other	01	03	05/28/2013
Other	04	03	05/28/2013

**IT IS FURTHER RESOLVED** that the CMHC Board of Commissioners authorizes, by this resolution, the CMHC President and Executive Director to sign the above listed reports attesting that the report is a true and correct representation of the CMHC’s Recovery Agreement process.

**Those voting in favor:**

**Those voting against:**

**Those absent or abstaining:**

**RESOLUTION DECLARED PASSED**

CERTIFICATION

I, Dale Priester, President of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 28<sup>th</sup> day of May 2013.

---

Dale Priester, President

I, Clinton McKinven-Copus, Secretary of the City of Manistee Housing Commission, do hereby CERTIFY that the foregoing is a true and correct copy of the Resolution adopted by the City of Manistee Housing Commission at a regular meeting held on the 28<sup>th</sup> day of May 2013.

---

Clinton McKinven-Copus, Secretary

**City of Manistee Housing Commission Action Plan Progress Report**

<b>Report Date: 05-28-2013</b>	<b>Reporting Month: May 2013</b>	<b>Report Number: 03</b>	
<b>Area: Physical &amp; Other</b>	<b>Action Plan Item Number: 04 &amp; 01</b>	<b>Status: Completed 05-28-2013</b>	

**Record of Progress**

**NOTE: This progress report covers two Action Items:**

- 1. Physical Area Action Plan Number 04**
- 2. Other Area Action Plan Number 01**

<b>Description</b>	<b>Supporting Documentation</b>
Physical Area Action Plan Number 04: High average unit turnaround days (121.9 days) <ul style="list-style-type: none"> <li>➤ Reduce turnaround days of units to 20 calendar days or less, include reducing make ready days to 15 days and lease up time to 5 days</li> </ul>	Current (01/01/2013—05/28/2013) unit turn around: <ul style="list-style-type: none"> <li>➤ Average Unit Turnaround Days      8.76</li> <li>➤ Average Make Ready Days            6.93</li> <li>➤ Average Lease Up Time                1.55</li> </ul>
Other Area Action Plan Number 01: High vacancy rate <ul style="list-style-type: none"> <li>➤ Increase and maintain Public Housing Utilization of units</li> </ul>	Public Housing Utilization of Units as of 05/20/2013: <ul style="list-style-type: none"> <li>➤ 98%</li> </ul> List of supporting documentation: <ul style="list-style-type: none"> <li>➤ PHAS-Vacant Unit Turnaround Time 01/01/2013—12/31/2013</li> <li>➤ PHAS-Vacant Unit Turnaround Time 01/01/2012—12/31/2013</li> <li>➤ PHAS-Vacant Unit Turnaround Time 01/01/2012—02/24/2012</li> <li>➤ PHAS-Vacant Unit Turnaround Time 01/01/2011—12/31/2011</li> </ul>

I, Dale Priester, President of the Board of Commissioners, attest that the information in this report, including all attached documents, are a true and correct representation of the City of Manistee Housing Commission's Recovery Agreement Process.

\_\_\_\_\_  
Signature

May 28, 2013

\_\_\_\_\_  
Date

I, Clinton McKinven-Copus, Executive Director of City of Manistee Housing Commission, attest that the information in this report, including all attached documents, are a true and correct representation of the City of Manistee Housing Commission's Recovery Agreement Process.

\_\_\_\_\_  
Signature

May 28, 2013

\_\_\_\_\_  
Date

**City of Manistee Housing Commission**  
**PHAS - Vacant Unit Turnaround Time**  
**Public Housing**  
**for Units Re-Occupied between: 01/01/2011 and 12/31/2011**

Prj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
001-0015	1711 Vine St		03/19/2010	03/19/2010	0	04/12/2010	24	03/01/2011	322	346	0	0	0	0
001-0033	105 Holly Ct		06/28/2010	06/29/2010	0	08/12/2010	45	08/11/2011	363	408	-132	0	0	0
001-0017	1719 Vine St		07/26/2010	07/26/2010	0	12/03/2010	130	03/04/2011	90	220	0	0	0	0
001-0014	1715 Vine St		08/04/2010	08/05/2010	0	12/15/2010	133	03/14/2011	88	221	0	0	0	0
001-0034	108 Park Ave	1	09/27/2010	09/28/2010	0	03/10/2011	164	04/01/2011	21	185	0	0	0	0
002-1422	237 6th Ave	422	10/05/2010	10/05/2010	0	01/12/2011	99	02/03/2011	21	120	0	0	0	0
002-1225	237 6th Ave	225	10/14/2010	10/15/2010	0	12/16/2010	63	04/18/2011	122	185	0	0	0	0
002-1314	237 6th Ave	314	10/15/2010	10/18/2010	2	12/30/2010	74	02/03/2011	34	110	0	0	0	0
002-1123	237 6th Ave	123	12/07/2010	12/10/2010	2	01/06/2011	28	06/17/2011	161	191	0	0	0	0
001-0021	102 Holly Ct		12/07/2010	12/10/2010	2	06/03/2011	176	06/15/2011	11	189	0	0	0	0
002-1021	237 6th Ave	21	12/13/2010	12/14/2010	0	01/11/2011	29	04/04/2011	82	111	0	0	0	0
002-1220	237 6th Ave	220	12/15/2010	12/17/2010	1	02/07/2011	53	05/01/2011	82	136	0	0	0	0
002-1025	237 6th Ave	25	12/31/2010	01/04/2011	3	03/01/2011	57	05/02/2011	61	121	0	0	0	0
001-0018	108 Holly Ct		01/04/2011	01/04/2011	0	04/04/2011	90	07/14/2011	100	190	0	0	0	0
002-1528	237 6th Ave	528	01/04/2011	01/04/2011	0	03/14/2011	69	03/21/2011	6	75	0	0	0	0
002-1118	237 6th Ave	118	01/05/2011	01/07/2011	1	03/15/2011	68	04/15/2011	30	99	0	0	0	0
002-1230	237 6th Ave	230	01/25/2011	01/25/2011	0	03/17/2011	51	05/20/2011	63	114	0	0	0	0
002-0508	273 6th Ave	508	01/28/2011	01/28/2011	0	02/11/2011	14	03/22/2011	38	52	0	0	0	0
002-0407	273 6th Ave	407	01/31/2011	01/31/2011	0	02/23/2011	23	04/15/2011	50	73	0	0	0	0
002-1103	237 6th Ave	103	02/08/2011	02/08/2011	0	03/29/2011	49	08/25/2011	148	197	0	0	0	0
002-1423	237 6th Ave	423	02/28/2011	02/28/2011	0	06/07/2011	99	07/12/2011	34	133	0	0	0	0
002-1027	237 6th Ave	27	03/13/2011	03/14/2011	0	05/19/2011	67	05/23/2011	3	70	0	0	0	0
002-1408	237 6th Ave	408	03/28/2011	03/28/2011	0	04/01/2011	4	04/06/2011	4	8	0	0	0	0
001-0006	306 12th St		03/31/2011	04/01/2011	0	04/26/2011	26	07/01/2011	65	91	0	0	0	0
001-0027	106 Park Ave		03/31/2011	04/01/2011	0	04/12/2011	12	05/16/2011	33	45	0	0	0	0
002-1015	237 6th Ave	15	03/31/2011	04/01/2011	0	04/07/2011	7	04/11/2011	3	10	0	0	0	0
002-1426	237 6th Ave	426	04/06/2011	04/06/2011	0	06/01/2011	56	06/16/2011	14	70	0	0	0	0
002-0306	273 6th Ave	306	04/08/2011	04/08/2011	0	04/28/2011	20	08/01/2011	94	114	0	0	0	0
002-1523	237 6th Ave	523	04/19/2011	04/19/2011	0	07/07/2011	79	07/11/2011	3	82	0	0	0	0
002-0503	273 6th Ave	503	04/24/2011	04/25/2011	0	05/12/2011	18	06/01/2011	19	37	0	0	0	0
002-1318	237 6th Ave	318	04/26/2011	04/27/2011	0	06/09/2011	44	07/18/2011	38	82	0	0	0	0
002-0207	273 6th Ave	207	04/30/2011	05/02/2011	1	06/16/2011	46	07/05/2011	18	65	0	0	0	0
002-1422	237 6th Ave	422	05/22/2011	05/23/2011	0	06/22/2011	31	08/30/2011	68	99	0	0	0	0
002-1229	237 6th Ave	229	05/31/2011	05/31/2011	0	06/24/2011	24	09/09/2011	76	100	0	0	0	0

**City of Manistee Housing Commission**  
**PHAS - Vacant Unit Turnaround Time**  
**Public Housing**  
**for Units Re-Occupied between: 01/01/2011 and 12/31/2011**

Prj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
002-1023	237 6th Ave	23	05/31/2011	05/31/2011	0	06/29/2011	29	07/25/2011	25	54	0	0	0	0
002-0204	273 6th Ave	204	05/31/2011	06/01/2011	0	06/14/2011	14	08/03/2011	49	63	0	0	0	0
002-1528	237 6th Ave	528	06/20/2011	06/20/2011	0	07/06/2011	16	08/19/2011	43	59	0	0	0	0
002-1219	237 6th Ave	219	06/24/2011	06/27/2011	2	07/14/2011	18	09/09/2011	56	76	0	0	0	0
002-1220	237 6th Ave	220	06/30/2011	06/30/2011	0	07/18/2011	18	09/13/2011	56	74	0	0	0	0
002-1021	237 6th Ave	21	06/30/2011	07/01/2011	0	07/20/2011	20	08/29/2011	39	59	0	0	0	0
001-0002	110 Holly Ct		07/06/2011	07/06/2011	0	07/28/2011	22	08/15/2011	17	39	0	0	0	0
002-1514	237 6th Ave	514	07/31/2011	07/31/2011	0	07/31/2011	0	08/01/2011	0	0	0	0	0	0
002-0307	273 6th Ave	307	07/31/2011	08/01/2011	0	08/08/2011	8	08/30/2011	21	29	0	0	0	0
002-1504	237 6th Ave	504	08/02/2011	08/02/2011	0	08/30/2011	28	09/16/2011	16	44	0	0	0	0
001-0019	103 Holly Ct		08/03/2011	08/04/2011	0	10/05/2011	63	11/22/2011	47	110	0	0	0	0
002-0501	273 6th Ave	501	08/04/2011	08/04/2011	0	08/15/2011	11	08/29/2011	13	24	0	0	0	0
002-1426	237 6th Ave	426	08/08/2011	08/09/2011	0	08/22/2011	14	09/01/2011	9	23	0	0	0	0
003-1703	1703 Vine Street		08/10/2011	08/11/2011	0	08/17/2011	7	08/19/2011	1	8	0	0	0	0
002-1121	237 6th Ave	121	08/14/2011	08/14/2011	0	09/06/2011	23	09/16/2011	9	32	0	0	0	0
002-1521	237 6th Ave	521	08/18/2011	08/23/2011	4	09/12/2011	21	09/23/2011	10	35	0	0	0	0
001-0011	101 1/2 Holly Ct		08/22/2011	08/22/2011	0	09/15/2011	24	10/07/2011	21	45	0	0	0	0
002-1322	237 6th Ave	322	08/22/2011	08/29/2011	6	09/07/2011	10	09/26/2011	18	34	0	0	0	0
002-1122	237 6th Ave	122	08/31/2011	08/31/2011	0	09/06/2011	6	09/23/2011	16	22	0	0	0	0
002-1516	237 6th Ave	516	09/12/2011	09/12/2011	0	09/28/2011	16	11/17/2011	49	65	0	0	0	0
002-1324	237 6th Ave	324	09/20/2011	09/20/2011	0	10/13/2011	23	11/23/2011	40	63	0	0	0	0
002-1401	237 6th Ave	401	09/23/2011	09/23/2011	0	10/06/2011	13	10/07/2011	0	13	0	0	0	0
002-1530	237 6th Ave	530	09/30/2011	09/30/2011	0	10/18/2011	18	12/07/2011	49	67	0	0	0	0
002-1518	237 6th Ave	518	10/20/2011	10/20/2011	0	12/08/2011	49	12/22/2011	13	62	0	0	0	0
002-1320	237 6th Ave	320	10/20/2011	10/20/2011	0	11/21/2011	32	12/14/2011	22	54	0	0	0	0
002-1330	237 6th Ave	330	10/26/2011	10/31/2011	4	12/14/2011	45	12/16/2011	1	50	0	0	0	0
002-1317	237 6th Ave	317	11/08/2011	11/08/2011	0	12/01/2011	23	12/08/2011	6	29	0	0	0	0
<b>Total Units:</b>	<b>61</b>				<b>28</b>		<b>2543</b>		<b>3011</b>	<b>5582</b>	<b>-132</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Manistee Housing Commission**  
**PHAS - Vacant Unit Turnaround Time**  
**Public Housing**  
**for Units Re-Occupied between: 01/01/2011 and 12/31/2011**

**Element # - Description**

---

V12400 - Total number of turnaround days:	5582
V12500 - Total number of vacancy days exempted for Capital Funds:	-132
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	61
V12800 - Average number of days units were in down time:	0.46
V12900 - Average number of days units were in make-ready:	43.85
V13000 - Average number of days units were in lease-up:	49.36
V13100 - Average unit turnaround days:	93.67

**City of Manistee Housing Commission**  
**PHAS - Vacant Unit Turnaround Time**  
**Public Housing**  
**for Units Re-Occupied between: 01/01/2012 and 02/24/2012**

Prj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re- Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
003-1707	1707 Vine Street		10/06/2011	10/07/2011	0	11/01/2011	26	01/18/2012	77	103	0	0	0	0
002-1419	237 6th Ave	419	10/25/2011	10/31/2011	5	01/12/2012	74	01/20/2012	7	86	0	0	0	0
002-1121	237 6th Ave	121	10/26/2011	10/26/2011	0	11/30/2011	35	01/17/2012	47	82	0	0	0	0
002-1226	237 6th Ave	226	10/31/2011	10/31/2011	0	01/19/2012	80	01/20/2012	0	80	0	0	0	0
002-0205	273 6th Ave	205	11/11/2011	11/11/2011	0	01/29/2012	79	01/30/2012	0	79	0	0	0	0
002-0510	273 6th Ave	510	11/21/2011	11/21/2011	0	01/25/2012	65	01/31/2012	5	70	0	0	0	0
002-1101	237 6th Ave	101	11/21/2011	11/21/2011	0	02/06/2012	77	02/20/2012	13	90	0	0	0	0
002-1221	237 6th Ave	221	11/28/2011	11/28/2011	0	02/08/2012	72	02/09/2012	0	72	0	0	0	0
002-0308	273 6th Ave	308	11/30/2011	11/30/2011	0	02/01/2012	63	02/02/2012	0	63	0	0	0	0
001-0036	300 12th St		12/01/2011	12/01/2011	0	02/13/2012	74	02/16/2012	2	76	0	0	0	0
002-1215	237 6th Ave	215	12/07/2011	12/08/2011	0	02/14/2012	69	02/16/2012	1	70	0	0	0	0
002-1117	237 6th Ave	117	12/15/2011	12/16/2011	0	02/15/2012	62	02/21/2012	5	67	0	0	0	0
002-0201	273 6th Ave	201	01/03/2012	01/04/2012	0	02/17/2012	45	02/22/2012	4	49	0	0	0	0
<b>Total Units:</b>	<b>13</b>				<b>5</b>		<b>821</b>		<b>161</b>	<b>987</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Manistee Housing Commission**  
**PHAS - Vacant Unit Turnaround Time**  
**Public Housing**  
**for Units Re-Occupied between: 01/01/2012 and 02/24/2012**

**Element # - Description**

---

V12400 - Total number of turnaround days:	987
V12500 - Total number of vacancy days exempted for Capital Funds:	0
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	13
V12800 - Average number of days units were in down time:	0.38
V12900 - Average number of days units were in make-ready:	63.15
V13000 - Average number of days units were in lease-up:	12.38
V13100 - Average unit turnaround days:	75.91

**City of Manistee Housing Commission**  
**PHAS - Vacant Unit Turnaround Time**  
**Public Housing**  
**for Units Re-Occupied between: 01/01/2012 and 12/31/2012**

Prj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
003-1707	1707 Vine Street		10/06/2011	10/07/2011	0	11/01/2011	26	01/18/2012	77	103	0	0	0	0
002-1419	237 6th Ave	419	10/25/2011	10/31/2011	5	01/12/2012	74	01/20/2012	7	86	0	0	0	0
002-1121	237 6th Ave	121	10/26/2011	10/26/2011	0	11/30/2011	35	01/17/2012	47	82	0	0	0	0
002-1226	237 6th Ave	226	10/31/2011	10/31/2011	0	01/19/2012	80	01/20/2012	0	80	0	0	0	0
002-0205	273 6th Ave	205	11/11/2011	11/11/2011	0	01/29/2012	79	01/30/2012	0	79	0	0	0	0
002-0510	273 6th Ave	510	11/21/2011	11/21/2011	0	01/25/2012	65	01/31/2012	5	70	0	0	0	0
002-1101	237 6th Ave	101	11/21/2011	11/21/2011	0	02/06/2012	77	02/20/2012	13	90	0	0	0	0
002-1221	237 6th Ave	221	11/28/2011	11/28/2011	0	02/08/2012	72	02/09/2012	0	72	0	0	0	0
002-0308	273 6th Ave	308	11/30/2011	11/30/2011	0	02/01/2012	63	02/02/2012	0	63	0	0	0	0
001-0036	300 12th St		12/01/2011	12/01/2011	0	02/13/2012	74	02/16/2012	2	76	0	0	0	0
002-1215	237 6th Ave	215	12/07/2011	12/08/2011	0	02/14/2012	69	02/16/2012	1	70	0	0	0	0
002-1117	237 6th Ave	117	12/15/2011	12/16/2011	0	02/15/2012	62	02/21/2012	5	67	0	0	0	0
002-0201	273 6th Ave	201	01/03/2012	01/04/2012	0	02/17/2012	45	02/22/2012	4	49	0	0	0	0
001-0016	1717 Vine St		01/16/2012	01/17/2012	0	01/18/2012	2	02/28/2012	40	42	0	0	0	0
001-0024	1709 Vine St		01/17/2012	01/18/2012	0	02/28/2012	42	03/15/2012	15	57	0	0	0	0
002-1218	237 6th Ave	218	01/24/2012	01/24/2012	0	03/01/2012	37	03/05/2012	3	40	0	0	0	0
002-0409	273 6th Ave	409	01/29/2012	01/30/2012	0	02/20/2012	22	03/02/2012	10	32	0	0	0	0
002-1508	237 6th Ave	508	02/01/2012	02/01/2012	0	03/08/2012	36	03/13/2012	4	40	0	0	0	0
002-1230	237 6th Ave	230	02/02/2012	02/02/2012	0	03/06/2012	33	03/12/2012	5	38	0	0	0	0
001-0031	306 1/2 12th St		02/13/2012	02/13/2012	0	03/15/2012	31	03/20/2012	4	35	0	0	0	0
002-1412	237 6th Ave	412	02/27/2012	02/29/2012	1	03/06/2012	7	03/19/2012	12	20	0	0	0	0
002-1523	237 6th Ave	523	02/28/2012	02/28/2012	0	03/01/2012	2	03/08/2012	6	8	0	0	0	0
002-1319	237 6th Ave	319	03/18/2012	03/20/2012	1	03/28/2012	9	03/29/2012	0	10	0	0	0	0
002-1419	237 6th Ave	419	03/19/2012	03/19/2012	0	03/21/2012	2	03/22/2012	0	2	0	0	0	0
003-1708	1707 1/2 Vine Street		03/19/2012	03/19/2012	0	03/26/2012	7	04/02/2012	6	13	0	0	0	0
001-0011	101 1/2 Holly Ct		03/26/2012	03/28/2012	1	03/30/2012	3	04/02/2012	2	6	0	0	0	0
002-0210	273 6th Ave	210	04/02/2012	04/02/2012	0	04/03/2012	1	04/04/2012	0	1	0	0	0	0
002-1129	237 6th Ave	129	04/02/2012	04/03/2012	0	04/10/2012	8	04/12/2012	1	9	0	0	0	0
001-0006	306 12th St		04/03/2012	04/04/2012	0	04/13/2012	10	04/17/2012	3	13	0	0	0	0
002-1123	237 6th Ave	123	04/09/2012	04/09/2012	0	04/18/2012	9	04/19/2012	0	9	0	0	0	0
002-1403	237 6th Ave	403	04/09/2012	04/09/2012	0	04/24/2012	15	05/03/2012	8	23	0	0	0	0
002-1228	237 6th Ave	228	04/18/2012	04/18/2012	0	04/27/2012	9	05/03/2012	5	14	0	0	0	0
002-1203	237 6th Ave	203	05/02/2012	05/02/2012	0	05/07/2012	5	05/14/2012	6	11	0	0	0	0
002-1101	237 6th Ave	101	05/10/2012	05/10/2012	0	05/11/2012	1	05/16/2012	4	5	0	0	0	0

**City of Manistee Housing Commission**  
**PHAS - Vacant Unit Turnaround Time**  
**Public Housing**  
**for Units Re-Occupied between: 01/01/2012 and 12/31/2012**

Prj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
002-1525	237 6th Ave	525	05/30/2012	05/30/2012	0	06/05/2012	6	06/07/2012	1	7	0	0	0	0
001-0040	327 1/2 6th Stret		05/30/2012	05/30/2012	0	06/04/2012	5	06/07/2012	2	7	0	0	0	0
002-1320	237 6th Ave	320	05/31/2012	05/31/2012	0	06/07/2012	7	06/14/2012	6	13	0	0	0	0
002-1301	237 6th Ave	301	06/06/2012	06/08/2012	1	06/12/2012	5	06/13/2012	0	6	0	0	0	0
002-1303	237 6th Ave	303	06/11/2012	06/11/2012	0	06/03/2012	-8	06/20/2012	16	8	-8	0	0	0
001-0021	102 Holly Ct		06/13/2012	06/13/2012	0	06/25/2012	12	06/27/2012	1	13	0	0	0	0
002-1023	237 6th Ave	23	07/02/2012	07/02/2012	0	07/09/2012	7	07/10/2012	0	7	0	0	0	0
002-1217	237 6th Ave	217	07/06/2012	07/06/2012	0	07/23/2012	16	07/23/2012	0	16	0	0	0	0
001-0004	1713 Vine St		07/16/2012	07/17/2012	0	08/02/2012	17	08/03/2012	0	17	0	0	0	0
002-1027	237 6th Ave	27	07/17/2012	07/17/2012	0	07/25/2012	8	08/05/2012	10	18	0	0	0	0
002-1126	237 6th Ave	126	08/02/2012	08/02/2012	0	08/10/2012	7	08/10/2012	0	7	0	0	0	0
002-1108	237 6th Ave	108	08/04/2012	08/06/2012	1	08/13/2012	8	08/24/2012	10	19	0	0	0	0
002-1216	237 6th Ave	216	08/13/2012	08/13/2012	0	08/24/2012	11	08/28/2012	3	14	0	0	0	0
002-1427	237 6th Ave	427	08/14/2012	08/14/2012	0	08/16/2012	2	08/17/2012	0	2	0	0	0	0
002-1303	237 6th Ave	303	08/14/2012	08/14/2012	0	08/16/2012	2	08/24/2012	7	9	0	0	0	0
002-1203	237 6th Ave	203	08/16/2012	08/16/2012	0	08/24/2012	8	09/04/2012	10	18	0	0	0	0
002-1327	237 6th Ave	327	08/20/2012	08/24/2012	3	08/29/2012	6	08/30/2012	0	9	0	0	0	0
001-0015	1711 Vine St		08/23/2012	08/31/2012	7	09/10/2012	11	09/14/2012	3	21	0	0	0	0
002-1421	237 6th Ave	421	08/31/2012	09/04/2012	3	09/13/2012	10	09/17/2012	3	16	0	0	0	0
002-1230	237 6th Ave	230	09/03/2012	09/05/2012	1	09/19/2012	14	09/19/2012	0	15	0	0	0	0
001-0011	101 1/2 Holly Ct		09/04/2012	09/05/2012	0	09/14/2012	10	09/18/2012	3	13	0	0	0	0
001-0018	108 Holly Ct		09/12/2012	09/12/2012	0	09/26/2012	14	09/28/2012	1	15	0	0	0	0
002-1430	237 6th Ave	430	09/17/2012	09/19/2012	1	09/26/2012	8	10/01/2012	4	13	0	0	0	0
002-1121	237 6th Ave	121	09/18/2012	09/18/2012	0	09/24/2012	6	09/26/2012	1	7	0	0	0	0
002-1101	237 6th Ave	101	09/26/2012	09/27/2012	0	10/02/2012	6	10/05/2012	2	8	0	0	0	0
002-1130	237 6th Ave	130	10/01/2012	10/02/2012	0	10/08/2012	7	10/10/2012	1	8	0	0	0	0
002-0302	273 6th Ave	302	10/08/2012	10/08/2012	0	10/12/2012	4	10/17/2012	4	8	0	0	0	0
002-1215	237 6th Ave	215	10/09/2012	10/09/2012	0	10/11/2012	2	10/15/2012	3	5	0	0	0	0
002-1103	237 6th Ave	103	10/09/2012	10/09/2012	0	10/16/2012	7	10/18/2012	1	8	0	0	0	0
002-0310	273 6th Ave	310	10/17/2012	10/17/2012	0	10/24/2012	7	10/25/2012	0	7	0	0	0	0
002-1517	237 6th Ave	517	10/24/2012	10/24/2012	0	10/31/2012	7	11/05/2012	4	11	0	0	0	0
002-0409	273 6th Ave	409	10/25/2012	10/26/2012	0	11/02/2012	8	11/07/2012	4	12	0	0	0	0
002-1217	237 6th Ave	217	10/30/2012	10/30/2012	0	11/01/2012	2	11/02/2012	0	2	0	0	0	0
002-1127	237 6th Ave	127	10/31/2012	10/31/2012	0	11/09/2012	9	11/14/2012	4	13	0	0	0	0

**City of Manistee Housing Commission**  
**PHAS - Vacant Unit Turnaround Time**  
**Public Housing**  
**for Units Re-Occupied between: 01/01/2012 and 12/31/2012**

Prj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re- Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
002-1427	237 6th Ave	427	11/04/2012	11/05/2012	0	11/08/2012	4	11/12/2012	3	7	0	0	0	0
002-1123	237 6th Ave	123	11/07/2012	11/08/2012	0	11/13/2012	6	11/15/2012	1	7	0	0	0	0
001-0020	302 1/2 12th St		11/19/2012	11/19/2012	0	11/30/2012	11	12/03/2012	2	13	0	0	0	0
002-0411	273 6th Ave	411	11/29/2012	11/29/2012	0	11/30/2012	0	11/30/2012	0	0	0	0	0	0
002-1319	237 6th Ave	319	12/02/2012	12/04/2012	1	12/05/2012	2	12/10/2012	4	7	0	0	0	0
002-1416	237 6th Ave	416	12/03/2012	12/03/2012	0	12/03/2012	0	12/05/2012	1	1	0	0	0	0
002-1501	237 6th Ave	501	12/03/2012	12/03/2012	0	12/03/2012	0	12/05/2012	1	1	0	0	0	0
002-1126	237 6th Ave	126	12/14/2012	12/14/2012	0	12/14/2012	0	12/17/2012	2	2	0	0	0	0
002-1423	237 6th Ave	423	12/20/2012	12/20/2012	0	12/28/2012	7	12/28/2012	0	7	0	0	0	0
<b>Total Units:</b>	<b>77</b>				26		1393		413	1832	-8	0	0	0

**City of Manistee Housing Commission**  
**PHAS - Vacant Unit Turnaround Time**  
**Public Housing**  
**for Units Re-Occupied between: 01/01/2012 and 12/31/2012**

**Element # - Description**

---

V12400 - Total number of turnaround days:	1832
V12500 - Total number of vacancy days exempted for Capital Funds:	-8
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	77
V12800 - Average number of days units were in down time:	0.34
V12900 - Average number of days units were in make-ready:	18.19
V13000 - Average number of days units were in lease-up:	5.36
V13100 - Average unit turnaround days:	23.89

**City of Manistee Housing Commission**  
**PHAS - Vacant Unit Turnaround Time**  
**Public Housing**  
**for Units Re-Occupied between: 01/01/2013 and 12/31/2013**

Prj-Unit	Street	Apt #	Vacated	Issued to Maintenance	Down-Time Days	Maintenance Completed	Make-Ready Days	Re-Occupied	Lease-Up Days	Vacancy Days	Capital Funds	Exempt Days		
												Down Time	Make Ready	Lease Up
001-0015	1711 Vine St		12/31/2012	12/31/2012	0	01/03/2013	3	01/04/2013	0	3	0	0	0	0
002-0501	273 6th Ave	501	01/02/2013	01/03/2013	0	01/04/2013	2	01/11/2013	6	8	0	0	0	0
002-1528	237 6th Ave	528	01/08/2013	01/08/2013	0	01/10/2013	2	01/14/2013	3	5	0	0	0	0
002-1303	237 6th Ave	303	01/10/2013	01/11/2013	0	01/14/2013	4	01/16/2013	1	5	0	0	0	0
002-0204	273 6th Ave	204	01/10/2013	01/10/2013	0	01/16/2013	6	01/17/2013	0	6	0	0	0	0
002-1530	237 6th Ave	530	01/22/2013	01/22/2013	0	01/24/2013	1	01/24/2013	0	1	0	0	0	0
002-1324	237 6th Ave	324	01/22/2013	01/22/2013	0	01/31/2013	9	02/04/2013	3	12	0	0	0	0
002-1523	237 6th Ave	523	01/29/2013	01/29/2013	0	02/07/2013	9	02/11/2013	3	12	0	0	0	0
002-1125	237 6th Ave	125	01/29/2013	01/29/2013	0	02/06/2013	8	02/08/2013	1	9	0	0	0	0
002-1508	237 6th Ave	508	01/31/2013	02/04/2013	3	02/05/2013	1	02/05/2013	0	4	0	0	0	0
002-0206	273 6th Ave	206	02/28/2013	02/28/2013	0	03/05/2013	5	03/07/2013	1	6	0	0	0	0
002-1518	237 6th Ave	518	03/04/2013	03/04/2013	0	03/06/2013	2	03/12/2013	5	7	0	0	0	0
003-1708	1707 1/2 Vine Street		03/04/2013	03/04/2013	0	03/11/2013	7	03/14/2013	2	9	0	0	0	0
001-0013	106 Holly Ct		03/04/2013	//	0	//	48	04/22/2013	0	48	0	0	0	0
002-1225	237 6th Ave	225	03/07/2013	03/07/2013	0	03/07/2013	0	03/08/2013	0	0	0	0	0	0
002-1129	237 6th Ave	129	03/11/2013	03/11/2013	0	03/11/2013	0	03/15/2013	3	3	0	0	0	0
002-1123	237 6th Ave	123	03/12/2013	03/12/2013	0	03/13/2013	0	03/13/2013	0	0	0	0	0	0
002-1419	237 6th Ave	419	03/21/2013	03/21/2013	0	03/25/2013	4	04/01/2013	6	10	0	0	0	0
002-1228	237 6th Ave	228	03/31/2013	04/01/2013	0	04/02/2013	2	04/03/2013	0	2	0	0	0	0
001-0033	105 Holly Ct		04/02/2013	//	0	//	51	05/24/2013	0	51	0	0	0	0
002-1108	237 6th Ave	108	04/21/2013	04/24/2013	2	04/29/2013	6	05/02/2013	2	10	0	0	0	0
002-1515	237 6th Ave	515	04/22/2013	04/22/2013	0	04/25/2013	3	04/26/2013	0	3	0	0	0	0
002-1517	237 6th Ave	517	04/30/2013	04/30/2013	0	04/30/2013	0	05/06/2013	5	5	0	0	0	0
002-1019	237 6th Ave	19	04/30/2013	05/01/2013	0	05/03/2013	3	05/08/2013	4	7	0	0	0	0
002-1027	237 6th Ave	27	05/01/2013	05/02/2013	0	05/06/2013	5	05/07/2013	0	5	0	0	0	0
002-1017	237 6th Ave	17	05/02/2013	05/02/2013	0	05/07/2013	5	05/08/2013	0	5	0	0	0	0
002-1130	237 6th Ave	130	05/05/2013	05/09/2013	3	//	4	05/13/2013	0	7	0	0	0	0
002-1317	237 6th Ave	317	05/13/2013	//	0	//	3	05/17/2013	0	3	0	0	0	0
002-1101	237 6th Ave	101	05/13/2013	//	0	//	8	05/22/2013	0	8	0	0	0	0
<b>Total Units:</b>	<b>29</b>				<b>8</b>		<b>201</b>		<b>45</b>	<b>254</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**City of Manistee Housing Commission**  
**PHAS - Vacant Unit Turnaround Time**  
**Public Housing**  
**for Units Re-Occupied between: 01/01/2013 and 12/31/2013**

**Element # - Description**

---

V12400 - Total number of turnaround days:	254
V12500 - Total number of vacancy days exempted for Capital Funds:	0
V12600 - Total number of vacancy days exempted for other reasons:	0
V12700 - Total number of vacant units turned around:	29
V12800 - Average number of days units were in down time:	0.28
V12900 - Average number of days units were in make-ready:	6.93
V13000 - Average number of days units were in lease-up:	1.55
V13100 - Average unit turnaround days:	8.76

**City of Manistee Housing Commission Action Plan Progress Report**

<b>Report Date: 05-28-2013</b>	<b>Reporting Month: May 2013</b>	<b>Report Number: 03</b>	
<b>Area: Other</b>	<b>Action Plan Item Number: 04</b>	<b>Status: Completed 05-28-2013</b>	

**Record of Progress**

<b>Description</b>	<b>Supporting Documentation</b>
Minimize staff's time completing a lease-in to complete other assigned duties.	<p>The Board of Commissioners, by the authorized signatures below, declares the following:</p> <ul style="list-style-type: none"> <li>• Housing Commission staff will continue to spend the time required to review the Housing Commission lease and policies with new residents at the time of lease-in</li> <li>• The Housing Commission has been advised by Counsel that requiring new residents to watch a video review of the Housing Commission lease and policies, including signing that they have watched the video, may not be sufficient if eviction is required.</li> <li>• Based upon the             <ul style="list-style-type: none"> <li>○ Housing Commission's compliance with Public Housing program management, and that</li> <li>○ Public Housing utilization of units record meeting the HUD required minimum of 98%,</li> </ul>             the Board of Commissioners determines that the creation of a lease-in video does not increase the Housing Commission's ability to meet Public Housing program compliance and occupancy goals.           </li> </ul> <p>The Board of Commissioners, by adoption of Resolution 2013-05 and the authorized signatures on this form, states that Action Plan Area Other Item Number 4 is completed.</p>

I, Dale Priester, President of the Board of Commissioners, attest that the information in this report, including all attached documents, are a true and correct representation of the City of Manistee Housing Commission's Recovery Agreement Process.

\_\_\_\_\_  
Signature

May 28, 2013

\_\_\_\_\_  
Date

I, Clinton McKinven-Copus, Executive Director of City of Manistee Housing Commission, attest that the information in this report, including all attached documents, are a true and correct representation of the City of Manistee Housing Commission's Recovery Agreement Process.

\_\_\_\_\_  
Signature

May 28, 2013

\_\_\_\_\_  
Date